

**Department of Transportation**  
**National Highway Traffic Safety Administration**  
**Cooperative Agreement Program to Support**  
**Increasing Safety Belt Use Among 8- to 15-Year Old Motor Vehicle Occupants**

**AGENCY:** National Highway Traffic Safety Administration (NHTSA)

**ACTION:** Announcement of Cooperative Agreement Program to increase safety belt use among 8- to 15-year old motor vehicles occupants.

**SUMMARY:** The National Highway Traffic Safety Administration (NHTSA) solicits applications from national organizations, community-based organizations, or coalitions interested in developing and implementing a community demonstration project to increase safety belt use among 8- to 15-year old motor vehicle occupants. Community-based organizations or coalitions that include State and local government agencies and non-profit organizations that promote injury prevention and safety programs are encouraged to apply for funds. Funds will be made available in fiscal year 2005, to support a 2-year project implementation. NHTSA will review the applications to determine which proposals will receive funding under this announcement.

**DATES:** Applications must be submitted to the National Highway Traffic Safety Administration, Office of Contracts and Procurement (NPO-220), Attention: Maxine D. Edwards, 400 Seventh Street, S.W., Room 5301, Washington, D.C. 20590. All applications submitted must include a reference to NHTSA Cooperative Agreement Program Number DTNH22-05-H-05011. Only complete packages received on or before 5 July 2005 at 3:00 p.m. EDT.

**Applicants shall provide a complete mailing address where Federal Express mail can be delivered.**

**FOR FURTHER INFORMATION CONTACT:** General administrative and programmatic questions may be directed to Maxine D. Edwards, Office of Contracts and Procurement, by e-mail at [maxine.edwards@nhtsa.dot.gov](mailto:maxine.edwards@nhtsa.dot.gov), or by phone at (202) 366-4843 and Karin E. Eddy, Office of Contracts and Procurement, by e-mail at [karin.eddy@nhtsa.dot.gov](mailto:karin.eddy@nhtsa.dot.gov), or by phone at (202) 366-9568. To allow for sufficient time to address questions appropriately, all questions must be submitted no later than **3:00 P. M. EST, June 20, 2005, via e-mail.**

**SUPPLEMENTAL INFORMATION:**

**I. Background**

**A. Scope of the Problem**

Occupant restraint use for children has increased dramatically since the inception of the *Buckle Up America* (BUA) Campaign. In 2002, restraint use reached record levels for 0- to 3-year olds (99 percent) and 4- to 7-year olds (83 percent). In addition, motor vehicle occupant fatalities for children 0- to 3-years of age continued their recent decline (by 5 percent) and were below 500 for the first time. Children from 4- to 7-years old saw an even greater decline in fatalities (12 percent), which also were below 500 for the first time.

Unfortunately, children from 8- to 15-years old are not faring as well. In 2003, front seat restraint use by children ages 8 to 15 was only 81 percent (NOPUS, 2003), and usage is typically even lower among child passengers in the back seat. And while we continue to see significant decreases in fatalities among the 0- to 7-year olds, we continue

to see increases in the fatalities among the 8- to 15-year olds. In 2003, almost twice as many unrestrained 8- to 15-year olds died in motor vehicle crashes as did 0- to 7-year olds. This suggests that as children get older they are less likely to be restrained.

Child restraints and safety belts are the single most effective way to decrease injuries and fatalities in motor vehicle crashes. Primary safety belt laws for children and adults are effective at increasing restraint use. However, in some States the 8- to 15-year old age group is challenged by being caught between State child passenger safety (CPS) laws and adult belt laws. They do not necessarily fall under the coverage provided to young children by CPS laws, nor are they protected by adult belt laws.

#### **B. Effective Strategies to Increase Safety Belt Use Among 8- to 15-Year Olds**

Substantial research has been conducted on issues related to restraint use by various ages. Historically, motor vehicle occupant restraint efforts have been directed to protect infants and the very young child, or to encourage adult drivers to buckle up. However, few, if any, have addressed this “middle” child age group. For children ages 8 through 15, there has been very little research conducted or effective model programs developed to increase safety belt use among this age group. In an effort to address this gap in knowledge and programming, NHTSA is currently involved in a research project to uncover the trends and characteristics of restraint use for 8- to 15-year olds. The findings from this research will be integrated into this demonstration project.

What experience has shown, however, is that the strategies under the BUA Campaign have been very effective for other age groups. These strategies include: effective public information and education; active high-visibility enforcement; public/private partnerships; and, strong legislation.

Conducting effective public education on the benefits of safety belt and child safety seat use and the requirements of safety belt and child safety seat use laws has increased restraint use. Public education may include a broad range of activities such as high visibility enforcement campaigns, promotional events, and community-based initiatives, but these activities must be well planned and well coordinated. The crucial element is that the public receives a single, simple message: often and in many different ways.

Conducting active, high-visibility enforcement of safety belt laws achieves higher safety belt use rates. Experience has shown that, after safety belt laws pass, use rates rise because of the public's perception that they must buckle up. However, if the laws are not actively enforced, use rates drop. Safety belt use laws need to be enforced in the same way that other traffic infractions are, like speeding or running a red light.

Public-private partnerships at the local, state, and federal levels are essential to address safety belt use. The problem is too big for any one group or coalition to tackle alone; no one of us is as effective as all of us are together. While it is the individual who must ultimately take responsibility to buckle up and safely secure all children riding in the vehicle, it is the responsibility of a great many to encourage, enact, enforce, and inform.

Enacting strong legislation by adopting primary safety belt laws and closing the gaps in child passenger safety laws is another successful strategy to increase restraint use. Under primary enforcement laws, a citation can be written whenever a law enforcement officer observes an unbelted driver or passenger. In States with secondary laws, an officer can issue a citation only after the driver is stopped or cited for some other

infraction. Child passenger safety laws should cover every child (up to age 16), in every seating position, in every passenger vehicle. Currently, although every State has a child passenger safety law, some laws include only very young children, some cover only the front seat, and some exempt pickup trucks and vans.

Another strategy that has the potential to increase safety belt use for 8- to 15-year olds is to build on current efforts to increase adult belt use. Studies have also shown that one of the best ways to ensure that children are protected by child restraints or safety belts is to make sure their parents and other drivers are wearing their safety belts. The 2003 Fatality Analysis Reporting System (FARS) data show that there is a strong correlation between driver and passenger restraint use. In passenger vehicles where a 15-24 year old driver was unrestrained, 91 percent of the 8-15 year old passengers who were fatally injured were also unrestrained. However, when the 15-24 year old driver was restrained, only 49 percent of the fatally injured 8-15 year olds were unrestrained.

## **II. Project Objective**

The objective of this demonstration project is to increase safety belt use among 8- to 15-year old motor vehicle occupants. The demonstration project will:

1. Identify and test strategies to increase restraint use for the 8- to 15-year old (with an emphasis on the back seat as the safest seating position for children 12 and under).
2. Incorporate findings and strategies from NHTSA's Office of Research and Technology's current 8- to 15- year old research project, or other strategies that are evidence-based and demonstrate the potential for success.

## **A. Project Approaches**

Applicants may identify a variety of strategies and approaches to increase safety belt use among 8- to 15-year olds. The applicant must choose strategies that have been effective under the BUA Campaign (effective public information and education, active high-visibility enforcement, public/private partnerships and strong legislation) and/or also consider the findings from NHTSA or other research that has proven to be effective.

Examples of effective strategies might include:

### **(1) Community-Wide Education/Social Marketing and Public Information**

**Program:** This strategy involves coordinating a community-wide innovative education and public information strategy, embracing social marketing techniques and principles that focus on the effectiveness of safety belts for 8- to 15-year olds in preventing deaths and injuries in motor vehicle crashes. [Social marketing is the use of commercial marketing techniques to promote the adoption of a behavior that will improve the health or well being of the target audience. Social marketing suggests that to change behavior(s), one must identify the core values of the target audience and develop messages and delivery mechanisms that will resonate with this audience]. The education/social marketing and public information strategy should convey the importance of being properly restrained whenever traveling in any passenger motor vehicle. The applicants must identify a core value of the target audience (whether this is the parent/caregiver or the child) and develop messages and delivery mechanisms that will resonate with the intended audience. Due to the range of ages in this age group, there will be a

variety of values to be considered, as well as the attitudes and values of the influencers (such as parents) of the 8- to 15-year olds.

**(2) Periodic “Waves” of High-Visibility Enforcement.** Whether State safety belt laws are primary or secondary, no State has ever achieved a high safety belt use without enforcement of such laws. If this strategy is selected, it should involve enforcement activities focusing on increasing restraint use among all occupants of motor vehicles. Additionally, this strategy should involve participation in the National Operation *America Buckles Up Children* (ABC)/*Click It or Ticket* (CIOT) Mobilization held in May of every year.

Applicants may propose alternative strategies than those listed above, but they must be evidence-based and demonstrate the potential for success.

## **B. Evaluation of Programs**

Evaluation of the project is required. Evaluation measures for this project might include: safety belt use observational survey among 8- to 15-year olds (pre- and post-implementation of strategies); awareness surveys (pre- and post-implementation of strategies).

To be considered for award, the applicant must be willing to cooperate with a NHTSA evaluator, who will be available to help the applicant identify the most appropriate and effective data collection sources and evaluation methods, as well as assist with the implementation of the evaluation.

## **III. Availability of Funds and Period of Support**

Contingent on the availability of funds and satisfactory performance, it is anticipated that two (2) Cooperative Agreements will be awarded for a period of 24

months. The application should address what is proposed and can be accomplished during this period, which includes evaluation and preparation of the final report. Funding for the entire demonstration project will be for a total of \$500,000. Each awardee will receive \$125,000 in fiscal year 2005 and \$125,000 in fiscal year 2006. NHTSA estimates that the award of the two Cooperative Agreements will occur in the second half of 2005.

The applicant's ability to provide additional resources for this project will be considered in the selection of the awardees. Therefore, applicants should describe their commitment of financial and/or in-kind resources that will be used to enhance their proposed demonstration project.

Allowable uses of federal funds shall be governed by the applicable federal cost principles. Applicants should submit projects and associated budgets for the two-years of the performance period.

#### **IV. NHTSA Involvement**

In support of the activities undertaken by this grant program, NHTSA will:

1. Provide a Contracting Officer's Technical Representative (COTR) to coordinate activities between the awardee and NHTSA during grant performance, and to serve as a liaison between NHTSA Headquarters, NHTSA Regional Offices and the awardee and others (Federal, State, and local) interested in occupant protection for 8- to 15-year olds, and the activities of the awardees as appropriate.
2. Provide information and technical assistance from other government sources and available resources as determined appropriate by the COTR.
3. Stimulate the transfer of information among Cooperative Agreement recipients and others engaged in occupant protection programs.



4. Review and approve draft and final versions of the deliverables.

## **V. Successful Applicant Responsibilities**

A. NHTSA intends to replicate successful strategies and activities conducted pursuant to this Cooperative Agreement in other communities. Therefore, this project will be closely monitored and its results shared with other programs and constituencies. NHTSA will work with the successful applicants to assure that the necessary components of the project are in place to fulfill this goal. Successful applicant responsibilities include:

- (1) Briefing-* Participate with key NHTSA staff in the initial briefing/start-up meeting, which will take place within one (1) month after the Cooperative Agreements are awarded. The start-up meeting location will be decided at the time of award. The purpose of the meeting will be to review the project's objectives, planned course of action, responsibilities, milestones and deliverables, and to resolve any differences between the government's approach and the successful applicants' approach. The successful applicants shall first conduct a short briefing (20-30 minutes) describing the organization's planned approach and provide attendees with appropriate briefing materials. After the prepared briefing, the successful applicants and NHTSA personnel will discuss specific details of the project.
- (2) Site Selection for Strategy Implementation-* To insure a sufficient population of 8- to 15- year olds for this project, the successful applicants must administer the project in a county, city, or town with a population of 250,000-500,000.

- (3) *Personnel and Equipment*- Provide necessary skilled personnel and equipment needed for performing the work under this agreement. Assign a principal manager as the point of contact for NHTSA's COTR for the purpose of ongoing coordination and review of work under this agreement.
- (4) *Project Oversight*- Provide ongoing project oversight, including oversight of any Sub-awardee and related project staff.
- (5) *Evaluation*- Work closely with an independent NHTSA evaluator, who will be available to assist with the design and evaluation of the project. The successful applicants will be responsible for collecting information about project activities, resources and outcomes. In partnership with NHTSA, the successful applicants will develop a process evaluation plan to document materials, marketing, media, education, and enforcement activities, as applicable. The evaluation plan will include how the ultimate success of this project will be measured, i.e. what outcome data will be necessary.
- (6) *Report and Written Deliverables*- Provide quarterly reports, annual summary reports, and a final report to the NHTSA COTR. Maintain accurate records of all internal and management discussions on planning, and implementation and evaluation activities related to this project. Accurate project records will assist in the replication of the successful approaches and processes identified as a result of this Cooperative Agreement.

## **B. Allowable Uses of Federal Funds**

Allowable uses of Federal funds shall be governed by the relevant allowable cost section and cost principles. Funds provided under this Cooperative Agreement shall be used to carry out the activities described in the project plan for which the grant is awarded.

## **C. Eligibility Requirements**

In order to be eligible to participate in this Cooperative Agreement program, the applicant must be an agency or organization poised to increase safety belt use among 8- to 15-year olds. Community-based coalitions or organizations that promote injury prevention, in particular traffic safety organizations are encouraged to apply. Such community coalitions/organizations may include, but are not limited to: law enforcement agencies, public health and safety organizations, education organizations, media groups/agencies, organizations representing diverse populations, local private-sector organizations, and non-profit organizations. To insure a sufficient population of 8- to 15-year olds for this project, the applicants must administer the project in a county, city, or town with a population of 250,000-500,000.

Applicants must be able to provide financial support to the State and local law enforcement agencies (if enforcement is a selected strategy) that have jurisdiction within the community(ies) or county. Financial support might include funding overtime enforcement activities or other incentives to participate in the project.

All primary applicants and/or Sub-awardees who will be conducting activity within a given State or Tribal community using this funding must include a letter of support from the applicable State Highway Safety Office (SHSO) with their application.

In addition to the State Governor's Highway Safety Representative, Tribal applicants must also provide a letter from the Indian Nation Governor's Highway Safety Representative, Bureau of Indian Affairs, Indian Highway Safety Program.

Specifically, successful applicants must have:

1. Demonstrated understanding and expertise in the development, and implementation of programs for the 8- to 15-year olds. This could include traffic safety programs; safety belt issues; and health care issues facing this age group;
2. Organizational infrastructure with adequate staff and resources to handle the day-to day logistical needs of the program;
3. Staff experienced in and/or with adequate writing skills to prepare press releases, reports, articles and other methods of promotion and communication;
4. Demonstrated ability to work with the media (e.g. develop media buy plans, place media buys, etc.) or coordinate this effort with an appropriate firm, if included in application;
5. Demonstrated capacity and experience with program planning, design and data collection and analysis;
6. Demonstrated capacity and experience to work with community groups, including schools, law enforcement, health facilities;
7. Demonstrated ability to conduct events; and
8. The capability to outline strategies and successes and challenges of the project to serve as a model for other communities.

#### **D. Application Procedures**

Each applicant must submit one (1) original and five (5) copies of the application package to: DOT/NHTSA, Office of Contracts and Procurement (NPO-220), 400 7th Street, S.W., Room 5301, Washington, DC 20590, Attention Maxine D. Edwards.

Applications may be single spaced, must be typed on one side of the page only, must not exceed 25 pages, and must include a reference to NHTSA Cooperative Agreement No. DTNH22-05-H-05011. Appendices, which may be included, are not counted in the 25-page limit.

Only complete packages received on or before 3 p.m. EDT on July 5, 2005 will be considered. No facsimile transmissions will be accepted. Applications must contain a reference to NHTSA Cooperative Agreement Number DTNH22-05-H-05011.

Unnecessarily elaborate applications beyond what is sufficient to present a complete and effective response to this Federal Register Notice must not be submitted.

#### **E. Application Contents**

The applicant must include in the application all of the contents listed below:

(1) The application package must be submitted with OMB Standard Form 424, (Rev. 7-97 or 4-88, including 424A and 424B), Application for Federal Assistance, with the required information provided and the certified assurances included. Forms are electronically available for downloading at

[www.whitehouse.gov/omb/grants/index.html](http://www.whitehouse.gov/omb/grants/index.html). While the Form 424-A deals with budget information, and section B identifies Budget Categories, the available space does not permit a level of detail that is sufficient to provide for a meaningful evaluation of the proposed costs. Therefore, a supplemental sheet should be provided which presents a

detailed breakdown of the proposed total project effort, including evaluation and reporting, (direct labor, including labor category, level of effort, and rate; direct materials, including itemized equipment; travel – including travel to Washington, D.C. for up to two briefings- and transportation, including projected trips and number of people traveling; Subcontracts/Sub-grants, with similar detail, if known; and overhead) and costs the applicant proposes to contribute or obtain from other sources in support of the projects in the project plan. To be considered for an award under this program, the applicants must include in their application a detailed plan and timeline for how they will implement all or a combination of these strategies and how the strategies will be designed and evaluated in the communities. It is anticipated that start-up planning, project activities, implementation, and evaluation will occur over a period of 24 months.

(2) The application shall include a project narrative that provides the following information in separately labeled sections:

*A. Introduction:* Brief general description of the community's geographic and demographic population distribution, including population estimates for 8- to 15-year olds, a summary of available information on 8- to 15-year old motor vehicle injuries and fatalities in the community, and if available, 8- to 15-year old safety belt use rates and trends.

*B. Goals and Objectives:* A discussion section that presents the principal goals and objectives of the proposed plan and articulates the potential to increase safety belt use rates within the 8-to 15-year old population, with supporting rationale. This section must identify any proposed partnerships.

*C. Project Description:* This section will include a detailed description of the activities to be implemented in the plan, including:

1. Key strategies to be employed;
2. Key features (e.g. participants, design, methodology); and
3. A project plan that includes planning activities, and a listing of milestones in chronological order to show the schedule of expected accomplishments and their target dates.

*D. Personnel:* This section should identify the proposed program manager, key personnel and other proposed personnel considered critical to the successful accomplishment of the activities under this project. A brief description of their qualifications and respective responsibilities shall be included. The proposed level of their effort and contributions to the various activities in the plan shall also be identified. Each organization, corporation, or consultant who will work on the project shall be identified, along with a short description of the nature of the effort or contribution and relevant experience.

*E. Evaluation:* This section shall describe how the project will be evaluated and what measures will be used to determine the outcomes of the activities in the project plan. This section shall demonstrate the applicant's willingness to work with a NHTSA evaluator who will assist the successful applicant with the evaluation design and implementation. It is critically important that the projects funded as a result of this announcement be carefully evaluated so that others may learn the relative

strengths and weaknesses of the strategies and approaches undertaken and what effects they have on safety belt use rates. The evaluation section shall describe the methods for assessing actual results achieved under the plan. Outcomes can be documented in a number of ways. Increases in observed safety belt use and reductions in motor vehicle crash fatalities and injuries provide the ultimate measure of success. In particular, the applicant's proposal should describe how it intends to assess the effectiveness of its project with respect to increasing safety belt use among young 8- to 15-year olds (pre- and post-implementation of strategies).

*F. Past Performance and Financial Responsibility.* To evaluate this information adequately, the Applicant shall provide the following information:

(1) Identify at least three references who can attest to the past performance history and quality of work provided by the Applicant on previous assistance agreements and/or contracts. In doing so, the Applicant shall provide the following information for each reference:

(a) Assistance Agreement/ Contract Number;

(b) Title and brief description of Assistance Agreement/  
Contract;

(c) Name of organization, name of point of contact,  
telephone number, and e-mail address of point of contact at



the organization with which the Applicant entered into an Assistance Agreement/ Contract;

(d) Dollar value of Assistance Agreement/ Contract;

(e) Any additional information, which the Applicant may provide to address the issue of past performance and financial responsibility.

(2) The Applicant shall indicate if it has ever appeared on the General Service Administration's (GSA) List of Parties Excluded From Federal Procurement and Non-procurement Programs or on GSA's "Excluded Parties List." If so, the Applicant shall discuss the circumstances leading up to its inclusion in either of these listings and its current status to enter into Assistance Agreements and/or Contracts.

(3) The Applicant shall indicate if it has ever filed for bankruptcy, or has had any financial problems, which may affect, negatively, its ability to perform under this Assistance Agreement.

## **VI. Review Procedures, Criteria and Evaluation Factors**

Each application package will be reviewed initially to confirm that the applicant is an eligible candidate (as described under *Eligibility Requirements*) and has included all of the items specified in the *Application Procedure* section of this announcement. A NHTSA Evaluation Committee will then evaluate applications submitted by eligible candidates. It is anticipated that awards will be made in the second half of 2005. The applications will be evaluated using the following criteria (listed in descending order of importance).

1. *Past Performance and Financial Responsibility* (30%) - The extent to which the proposed Grantee has fulfilled its performance and financial obligations on previous Assistance Agreements and/or Contracts will be evaluated. This evaluation will include:
  - (a) The proposed Grantee's record of complying with milestone and performance schedules applicable to previous Assistance Agreements and/or Contracts;
  - (b) The proposed Grantee's record of cooperation with the awarding agency under previous Assistance Agreements and/or Contracts;
  - (c) The degree to which the proposed Grantee efficiently and effectively utilized Assistance Agreement and/or Contract funding;
  - (d) The degree to which the proposed Grantee complied with the terms and conditions of previous Assistance Agreements and/or Contracts;
  - (e) The degree to which the proposed Grantee complied with applicable Office of Management and Budget (OMB) Circulars and/or the Federal Acquisition Regulation, on previous Assistance Agreements and/or Contracts;
  - (f) The level of financial stability possessed by the proposed Grantee.
2. *Organizational Capabilities* (25%) - The applicant shall provide evidence of a viable organizational entity with sufficient demonstrated commitment and experience in performing the tasks required for successful implementation of this Cooperative Agreement. This includes a sufficient staff with demonstrated skills and experience to perform the tasks required. Specifically, the applicant must demonstrate: an understanding and knowledge of programs and strategies to reach

the 8- to 15-year old; an understanding and knowledge of issues and values of the 8- to 15-year old; an understanding and knowledge of traffic safety initiatives (e.g. *BUA* Campaign, *CIOT* Campaign, etc.); knowledge of strategies to increase safety belt use, particularly for the 8- to 15-year old population; ability to partner with, or coordinate partnership with appropriate persons/organizations in the community(ies) including schools, health care facilities, law enforcement agencies; and, research and evaluation capacity, or affiliation with an academic/research institution or other entity that possesses these critical capabilities.

3. *Project Plan/Approach* (25%) - The applicant shall provide a sound and feasible plan for the development and implementation of program activities. The approach shall demonstrate a clear and comprehensive understanding of effective strategies to increase safety belt use in this age group. The applicant must include a budget that clearly identifies, itemizes and explains project costs. NHTSA will give a preference to applicants who identify resources from within or outside their organization to support the project during and beyond the grant period.
4. *Evaluation Plan* (20%) - The applicant shall provide a sound and feasible plan for how the project will be evaluated and what measures will be used to determine the outcomes of the activities in the project plan. The applicant shall demonstrate a willingness to work with NHTSA evaluators to ensure a comprehensive evaluation plan. It is critically important that the programs funded as a result of this announcement be carefully evaluated so that others may learn the relative strengths and weaknesses of the strategies and approaches undertaken and what

effects they have on safety belt use rates. The evaluation section shall describe the methods for assessing actual results achieved under the plan.

### **Evaluation Factors**

The proposed system is based on a score of 1,000 points, which can be accumulated by receiving a score of *outstanding* on each factor. The scoring range and weights for each factor are below.

### **Scoring System Factors and Weights**

<b>Factors</b>	<b>Score</b>	<b>Weight</b>	<b>Maximum</b>
1 - Past Performance & Financial Responsibility	0-10	30	300
2- Organizational Capabilities	0-10	25	250
3- Project Plan/Approach	0-10	25	250
4- Evaluation Plan	0-10	20	200
<b>Total Score</b>			<b>1000</b>

## **VII. Terms and Conditions of the Award**

1. Prior to award, each awardee shall comply with the certification requirements of 49 CFR Part 20, Department of Transportation New Restrictions on Lobbying, and 49 CFR Part 29, Department of Transportation Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug Free Workplace (Grants).

### **2. Reporting Requirements and Deliverables:**

#### **Progress Reports**

- a. Quarterly Progress: Reports shall include a summary of the previous quarter's activities and accomplishments, significant problems encountered or anticipated, an itemization of expenditures made

during the quarter, and proposed activities for the upcoming quarter.

Highlights from activities shall be included in each quarterly report.

Any decisions and actions required in the upcoming quarter shall also be in the report.

- b. Annual Summary Report: At the completion of each year of the Cooperative Agreement, the successful applicants will submit an annual summary report. The reports shall include a list of partners, materials developed and disseminated, and feedback from the field, as well as document and review the notable accomplishments of the year, evaluation results and recommendations for the future year's efforts.
- c. Draft Final Report: The awardees shall prepare a Draft Final Report that includes a complete description of the projects conducted, including partners, overall program implementation, evaluation methodology and findings from the program evaluation. In terms of information transfer, it is important to know what worked and what did not work, under what circumstances, and what can be done to avoid potential problems in future projects. The awardees shall submit the Draft Final Report to the COTR 60 days prior to the end of the performance period. The COTR will review the draft report and provide comments to the awardees within 15 days of receipt of the document.
- d. Final Report: The revised Final Report shall be delivered to the COTR one (1) month before the end of the performance period and

reflect the COTR's comments. The comprehensive report shall detail the major activities, events, data collection, methodology, and best practices/strategies that can be replicated in other communities. The successful applicant shall supply the COTR with:

- four (4) hard copies of the final document, on appropriate media disk in Microsoft Word Format or CD ROM.
- a redlined version of the Final Report reflecting changes made in response to the COTR's comments.
- an EXCEL file reflecting any charts.
- signed permission forms of any persons used in photos.

Photos should be at least 300dpi on CD ROM to allow for future NHTSA publication.

- e. Briefings and Presentations: The awardees shall participate in an initial grant review meeting with NHTSA officials and other invited parties at a place to be determined after awarding of grant. There will be a final briefing upon the completion of the project in Washington, DC.

3. During the effective performance period of Cooperative Agreements awarded as a result of this announcement, the agreements shall be subject to the National Highway Traffic Safety Administration's General Provisions for Assistance Agreements, dated July 1995.